

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-20-02</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030, KRS 196.035</p>	<p>Subject</p> <p style="text-align: center;">PRISONER INTAKE NOTIFICATION</p>	

I. DEFINITIONS

As used in this document, the following definitions apply:

“Custody” means restraint by a public servant pursuant to a lawful arrest, detention, or an order of court for law enforcement purposes, but shall not include supervision of probation or parole or constraint incidental to release on bail.

“Detention facility” means building and its premises used for the confinement of a person:

1. Charged with or convicted of an offense;
2. Alleged or found to be delinquent;
3. Held for extradition or as a material witness; or
4. Otherwise confined pursuant to an order of court for law enforcement purposes.

“Escape” is defined in KRS 520.010(5).

“Prisoner intake notification” means information entered electronically on a computer generated program which contains information concerning a convicted felon that enters the custody of a jail or institution.

II. POLICY and PROCEDURES

Upon being notified of final sentencing of a felon, the receipt of a commitment order, or commitment to jail as a condition of probation, the officer shall complete a prisoner intake notification immediately, or the next business day. The officer shall complete the identifying information as requested on the form.

1. PRISONER’S STATUS: check one

- a. Escape from _____:

Complete this if an inmate escapes from a state institution or community center and is lodged in a county jail.

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b. Community Center Administrative Action:

This shall be completed only if an inmate in a community center is placed in a county jail awaiting transfer back to the state system.

c. New Commitment:

Complete this on any new criminal conviction that results in a sentence of prison confinement without probation.

d. Other

Use this block if the offender is on supervision, and a court's order returns him to custody, or any other action not listed above that causes a return to custody.

B. COMMITMENT INFORMATION

This section shall be completed on a new commitment only.

1. Offenses:

List offenses

2. Custody Time Credit:

List jail time credited against the sentence on the commitment order.

For a shock probationer, jail time shall be credited only from the date of incarceration due to the current violation, which results in the revocation of his probation.

C. COMMENTS

An officer shall indicate on the document whether the inmate has any pending charges, has a history of escapes or any medical problems, mental problems or is a security risk.

1. The officer shall mark the document if the offender has any pending charges. Bond information, the county of the offense and future court date shall be included.

2. The officer shall indicate any prior escape convictions, indicating the degree of escape, where the escape occurred and the date of the escape.

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3. Security risk includes any attempt to escape during an arrest. A pending misdemeanor domestic violence offense shall be considered a security problem Use the section labeled EXPLAIN to specifically define the problem.

D. DISTRIBUTION

The officer shall save the completed form in the computer database as instructed.